



# *Town of Walpole* *Commonwealth of Massachusetts*

## **HUMAN RESOURCES**

*Valorie Donohue*

Town Hall  
135 School Street  
Walpole, MA 02081  
Phone (508)-660-7294  
Fax (508)-660-7303

August 18, 2015

## **BOARD SECRETARY**

Seeking qualified applicant for Board Secretary position to attend one – two night meetings per month. High school graduate with two years of secretarial school training and one year of paid secretarial experience or equivalent combination of education & experience. Must prepare meeting agenda for night meetings, take meeting notes and transcribe to Minutes. Must possess demonstrated competence and skill in taking meeting notes, typing and computer usage (job description via website [www.walpole-ma.gov](http://www.walpole-ma.gov)). \$20.69/hr. Apply to Town of Walpole, HR, 135 School Street, Walpole, MA 02081 by 9/2/15. AA/EOE